Scientific Research and Take Authorizations

Online Application

Instructions and Reference

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INTRODUCTION

This website was developed to help researchers obtain approval to "take" salmonids listed as threatened under the Endangered Species Act (ESA) and subject to 4(d) rules. Take is defined by the ESA as "to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct."

This site also allows researchers and educators working in Oregon to obtain state-issued scientific taking permits.

All researchers working in Idaho and Oregon can use this website; researchers working in Washington should contact the Washington Department of Fish and Wildlife (WDFW) for more information.

SYSTEM REQUIREMENTS

This program is designed to operate with the following minimum system requirements.

Users must have Netscape 4.0 or Internet Explorer 4.0 or a higher version of these browsers.

IT IS HIGHLY RECOMMENDED THAT YOU USE INTERNET EXPLORER if you have a choice.

Browsers must be java-enabled.

Display setting should be at least 800 x 600 pixels (check this by selecting Start, Settings, Control Panel, Display, Settings, Screen Area).

A 14" screen (or larger) is recommended.

Adobe Acrobat should be installed for viewing maps, help text, applications and permits. The most recent version of Acrobat Reader may be downloaded and installed for free from the Adobe Acrobat Reader website. Select "Get Acrobat Reader" on the first screen, select Get Acrobat Reader (free) on the second screen and then follow the instructions.

The program functions on MAC computers but some users have experienced difficulties viewing the whole screen and attaching files. It is recommended that you enter your application on a PC if available.

FEDERAL AUTHORIZATION

Take activities conducted by state fishery agency staff in Idaho, Oregon, and Washington may be authorized through this website. In addition, take activities may be authorized that are:

- Conducted in Idaho and approved by the Idaho Department of Fish and Game (IDFG)
- Conducted in Oregon and approved by the Oregon Department of Fish and Wildlife (ODFW)

Take activities currently not authorized through this website are:

- Non-Washington Department of Fish and Wildlife (WDFW) researchers conducting activities in Washington. Those individuals are advised to contact the WDFW (see Contact Us).

STATE PERMITTING PROCEDURES

Oregon

The Oregon Department of Fish and Wildlife (ODFW) issues Scientific Taking Permits to individuals taking freshwater, anadromous, and marine fish, and marine invertebrates (including shellfish) for scientific or educational purposes in Oregon waters (including coastal waters up to three miles offshore) and in Federal waters (three to 200 miles offshore). To qualify for a Scientific Taking Permit, a project must have scientific or educational merit. Additional Federal permits or authorizations may be required for activities in certain locations or affecting certain species. Before you begin the application process you should note the following:

1. Applicants must discuss their proposed sampling activities with the local ODFW Biologist before submitting their application (See contact list – Appendix 4).
2. In the case of genetics studies on freshwater or anadromous fish, proposals should be discussed with the ODFW Genetics Program Leader before submitting the application.
3. For work on the mainstem Columbia River, contact ODFW's Columbia River Fish Mitigation Policies and Programs Analyst.
4. Applicants should allow at least six weeks for the state permit to be processed. The time to issue a permit may be longer if Federal authorization is required.
5. Applicants should contact the Oregon Department of Fish and Wildlife if they have not received authorization within one week of their start date. Failure to have a valid permit while doing research in Oregon will necessitate enforcement action.
6. Permits are issued for a calendar year only. To continue collecting or surveying in January of the next calendar year, you must apply for a new permit before your current permit expires.

Washington

Use the links in Contact Us to obtain details of the state permitting procedure in Washington.

Idaho

Use the links in Contact Us to obtain details of the state permitting procedure in Idaho.

HINTS FOR COMPLETING AN APPLICATION

Navigating through your application

Do not use the browser buttons, but rather the "Next" and "Back" buttons in the application to navigate through your application. After you have entered data on each screen you can also use the headings on the bar to the left to return to a previous screen. The **Application Preview** screen is also a useful tool for moving to a location in your application. You can view your application by clicking on the "+" in the small green boxes to expand sections. Click on the "Edit Section" link to go to the section you wish to edit.

Reapplying in future years

You may **renew** an application from previous years. Exception: You cannot renew an application that is in Draft mode.

To renew an application, click on the application number, then click the Renew button at the top of the screen. You are highly encouraged to review your application even if nothing has changed in your project. The program will change the dates to the next calendar year. It will also assign a new application number and place the previous application number in the "State Permit or Previous Permit #" box on the Project Information page. Due to changes in the application from 2002 to 2003, you will need to update the Federal Information page. Make any changes to the application to reflect the work you will do next year. When you are satisfied with the application, click on the Submit button at the top of the screen.

Timing out

The program will log you out if you have not entered any data in thirty minutes. Your data will be saved but you will need to log on again to resume your application.

Required fields (*)

An * to the left of a field means an entry is in this field is required before you submit your application. If required fields are left blank you will receive an error message.

Field size

For text fields, the maximum number of characters is given in the Help text and on the screen. For reference, 100 characters (including spaces) is approximately one line of text in this font size. In most cases the program does not indicate that the field size limit has been exceeded until you save the data.

Alert text

A text box in the left portion of your screen is used to provide important information about the application process and will be updated periodically. You should read this box each time you log on.

Screens under construction

Some screens are still being developed. If you navigate to a screen still under construction, use the Back button on your browser to return to the previous screen.

Creating an Account

When you first visit the Home page you will be directed to click on the New Researcher button if wish to create an account. You will be asked to confirm that you are eligible to apply for state or Federal authorization through this site. After that you will be invited to complete your visitor details. This will enable you to log on to your portfolio.

Project ID

When you start a new project application you will be assigned a project ID. This ID should be used in all correspondence regarding your application.

The project ID has two letters for the state, 4 digits for the year and a unique number assigned to your project. It will appear in the upper right corner of your application after you have entered the state you will be working in and the Research Annual Time Frame (and click on the Save button or go to the next screen).

Save

Be sure to save your application frequently to avoid losing data due to service interruptions or other problems.

Application Preview

It is HIGHLY recommended that you preview your application before submitting it.

COMMON SCREEN BUTTONS

The following buttons appear most frequently on the screens. Some buttons only appear on one or two screens, and these are described under the section for those screens.

Add

The Add button is used to add data that you have entered such as collectors or district biologist comments. When you click on the “Add” button, the screen will refresh and you may be moved to the top of the screen. You must then scroll back down the screen to view the data you added.

Application Preview

Displays all information entered for this application. The application preview is a useful tool for editing your application. Click on the “+/-“ in the small green boxes to expand or shrink sections. Click the “Edit Section” link to go to that screen. If you click the “Delete Project” link beside Project Information YOUR PROJECT WILL BE DELETED and removed from your portfolio. Click the “Delete Section” links beside Project Outline or Federal Information to remove ALL the data you entered for that section. It is HIGHLY recommended that you preview your application before submitting it.

From the Application Preview screen you have the option to print your application or save your application to a file. Click on "Printable Version 1" if you can only print in portrait on 8 1/2 x 11 paper. Your application will print in an older application format. Click on "Printable Version 2" to print a version of the application as it appears in the Application Preview screen. Click "Save to File" if you wish to save your application. Once you click "Save to File" another window will open and you will be prompted to right click on the file name, then select "Save Target As", select the directory where you want the file to be saved, and then select save. The file will be saved as an html file.

Back

Moves you back to the previous data entry screen. May not save all data on all screens. It is recommended that you click on the Save button before using the Back button. You may need to use the scroll bar to see this button on some screens.

Clear (Screen)

Removes all data entered on the screen in view *since the last save*. Clicking on the "Clear" button does not remove data that was saved previously. To remove or edit data that has been saved, use **Application Preview** and expand the section you wish to edit by clicking "+", then click on the "Edit Section" link.

Contact Us

Provides a list of staff contacts in the state fish and wildlife agencies and NOAA Fisheries who can help you with the permitting process.

Done

If you are working in a supplemental information screen or pop up box (i.e., Project Leader or Transport), your data will be saved and you will return to the previous screen.

Help

Provides information that will help you fill out the application and understand state and Federal permitting processes. When you click on the "Help" link, a new window will open. This allows you to work in your application and have Help available at the same time. It is HIGHLY recommended that you refer to the Help documentation when using this website.

Home

Returns you to the Home page and logs you off.

Hydrologic Unit Map (Sub-basins)

This link will take you to a screen where you can select maps for Idaho, Oregon, and Washington. Each map will open in a new window, allowing you to work in your application and have the maps open at the same time.

Learn More

Provides links to websites where you can obtain more information on the state fishery agencies, NOAA Fisheries, and the Oregon Plan.

Log Off

Saves all the data you have entered and exits the website. You must log on again to resume working.

Next

Moves you to the next data entry screen. From the Location/Take page, loops you back to the main Location page (same as Show All Locations button). May not save all data on all screens. It is recommended that you click on the Save button before using the Next button. You may need to use the scroll bar to see this button on some screens.

Portfolio

Shows a list of your applications and their status.

Save

Saves all changes/updates you have made to the application. Your application will be saved as a draft in your portfolio, and you may save partially completed applications. You should use the “Save” button frequently to be sure you don’t lose data to interruption or other computer problems.

Submit

Click this when the application is complete and you are ready to submit it for state/Federal authorizations and permits. If you have not completed all the required fields, you will be prompted to complete those fields.

View Attachments

Click this to view a list of attachments from the Project Description or Federal Information pages. To view documents attached to Location Information pages, use the “Application Preview” and click the “+” next to “Attachments.”

HOW TO COMPLETE AN APPLICATION

Open the NOAA Fisheries Scientific Research and Take Authorizations Home page at http://fishresearch.nwr.noaa.gov/.

HOME PAGE

When you first log on to the web site, you will see the Scientific Research and Take Authorizations welcome page. A text box on the left side of the screen contains important information about the application process and will be updated periodically. You should refer to it each time you log on. This screen also contains links that will take you to the Learn More, Contact Us, and Help documentation screens. There are two large buttons at the bottom of the screen, Registered User and New Researcher.

Registered User

A Registered User is a person who has already obtained a User ID and password. Click on this button if you have already established a User ID and password.

New Researcher

A New Researcher is a person who has NOT obtained a User ID and password. Use this button to determine your eligibility and obtain a User ID and password. When you click on the New Researcher button, you will go to the Eligibility screen.

ELIGIBILTY

This screen will help you to determine if you are eligible to apply for Federal and/or state authorization. If you are not eligible to use the online application, contact the relevant staff for the state in which you will be working for advice on how to obtain the authorizations you require. You must click on one state to progress from this screen.

You may apply under the 4(d) Research Limit for Federal authorization to take ESA-listed fish species if you meet the following conditions:

- If you work for the Idaho Department of Fish and Game (IDFG), Oregon Department of Fish and Wildlife (ODFW), or Washington Department of Fish and Wildlife (WDFW).
- If you are conducting scientific or educational activities in the State of Idaho and do not work for IDFG, but have obtained approval from IDFG. You cannot apply for an Idaho state permit from this web site.
- If you are conducting scientific or educational activities in the State of Oregon and do not work for ODFW and your project meets at least one of the following criteria:
    1. It is part of the research and monitoring activities described in Oregon Plan documentation.
    2. It is part of any additional research and monitoring activities conducted by watershed councils, state or Federal agencies, and university researchers that are fully coordinated with the Oregon Plan Monitoring Program.
    3. It is a research or monitoring activity that supports the Oregon Plan goals of watershed health and species recovery, including activities that help improve basic understanding of salmonid life histories, effects of predation, stream and estuary habitat influences on survival, etc.
    4. It is a new research and monitoring activity designed to meet the information needs of the Oregon Plan as identified by the Independent Multidisciplinary Science Team, the Oregon Plan Monitoring Team, and the Governor's Office or Legislature.
- If you are conducting scientific or educational activities in the State of Washington and do not work for WDFW, you are currently not approved to use this website. Contact WDFW for more information.

You may use this website to apply concurrently for Federal 4(d) approval and for an Oregon state Scientific Taking Permit from ODFW if you are conducting scientific or educational activities in the State of Oregon and do not work for ODFW. You cannot apply for state permits in Idaho or Washington at this website at this time.

NEW ACCOUNT AND VISITOR DETAILS

This screen enables you to establish an account that will allow you to log on to the system. You may also use this screen to change your account details. You must confirm your email address and enter your current password to make any changes to your information.

Note: A "Clear Screen" and a "Submit" button appear near the top of this screen. A second Submit button is located at the bottom of the screen. You may use these buttons at any time but you must fill out the New Account and Visitor Details screen completely before you can continue.

Email address

You must provide a valid email address. This will be your User ID and will be required each time you log on to the website. It is also the address to which e-mail notifications, including your permit, will be sent.

Name, Title, Affiliation/Organization, etc.

All required information is marked with an asterisk (*). At the **Affiliation** box, type the first letter of your affiliation, and organizations beginning with that letter will appear. Click on the down arrow to see all affiliations. If your affiliation/organization does not appear in the drop-down menu, please select "other" in the drop-down menu and then type your affiliation in the "**Other**" field. If your **Phone Numbers** contain an extension, please provide it in the fourth box. The **Secondary Phone Number** could be your cell phone or a number for a project assistant.

Password maintenance

Password hint is a word or phrase which you may use to prompt the program to remind you of your password if you forget it.

You may enter a new password or change an existing password. The password must be between 6 and 20 characters and may include numbers. You must reenter the new password to confirm it. If you change your password you will be required to log on again.

Submit

Once you have completed the information on this screen, click the "Submit" button at the top or bottom of the screen. If you are a new applicant or you have modified your password you will receive e-mail confirmation with your user ID and password. This may take several minutes. If you do not receive confirmation within 24 hours, please contact NOAA Fisheries (see the Contact Us screen). After you submit, the program will take you to the Home page. Click the "Registered User" button to log on.

LOGON

This screen allows you to access the system if you are a registered user by entering your User ID (email address including @domain name) and Password. Click the Logon button and the Portfolio screen should appear.

If you are a registered user and need to change your account details, enter your User ID and Password then click on the "Edit My Account Details" button to go to the New Account and Visitor Details screen (see above).

If you are not a registered user you may use the "Set Up New Account" button to go to the Eligibility screen (see above).

User ID

This must be the e-mail address you entered when you set up your account.

Password

The password you created when you established your account. This must be between 6 and 20 characters and may include numbers.

Cancel Button

Takes you to the Home page.

Logon Button

If you successfully log on, the Portfolio screen will appear. You must enter your User ID and Password before you can select this option.

Forgot Password

If you forget your password or enter an incorrect one, you will be prompted to provide your "hint." If you enter your hint correctly you will receive an email message with your password, this may take several minutes. If you do not receive your email within 24 hours, please contact NOAA Fisheries (Contact Us button) for details.

Set Up New Account

If you click on this button, the Eligibility screen will appear and you can determine if you are eligible to apply for Federal and/or state authorization.

Edit My Account Details

You will be taken to the New Account and Visitor Details screen (see above) where you will be able the edit your account information. You must enter your User ID and Password before you can select this option.

RESEARCHER PORTFOLIO

This screen provides a summary of the status of all your applications. From this screen you may begin entering a new application by clicking the "New Application" button; edit a draft application; or view a previously submitted application, an issued permit, a rejected application, or a withdrawn application. Also, you may begin reporting on activities approved in an issued permit, or view a previously submitted report.

New Application Button

Click on the "New Application" button to start entering a new application. You should enter the project title before you log off.

The Researcher Portfolio screen is divided into the sections listed below. The sections represent the different stages your application goes through.

Draft Applications

These are incomplete applications that have not been successfully submitted. Click on the ID number to begin editing a draft application.

Submitted Applications

These are applications that have been successfully submitted and may not be edited. You may, however, view the submitted applications by clicking on the ID number. You may be contacted by a state fishery agency staff for further information.

You may also **Renew** a submitted application for next year. To renew an application, click on the submitted application number, then click the Renew button at the top of the screen. You are highly encouraged to review your application even if nothing has changed in your project. The program will change the dates to the next calendar year. It will also assign a new application number and place the previous application number in the "State Permit or Previous Permit #" box on the Project Information page. Due to changes in the application from 2002 to 2003, you may need to update information on the Federal Information page. Make any changes to the application to reflect the work you will do next year. When you are satisfied with the application, click on the Submit button at the top of the screen.

Caution: Do not click on the Renew button unless you will be doing the work in the next calendar year. Also, once you have renewed an application for 2003, do not attempt to renew the 2003 version; the program will create a draft application for 2004! If you accidentally create a draft application you do not want, go into Application Preview and delete the application using the "Delete Project" button at the right of the Project Information line.

Issued Permits

These applications have been deemed to contain all the information required for a state permit and/or Federal 4(d) approval, and for which the permit or approval has been issued. Issued Permits may not be edited.

You may also **renew** an issued permit for the next year following the same steps described above for "Submitted Applications".

Rejected Applications/Permits

A permit will not be issued. You will be advised as to why it was not appropriate to issue a permit. Rejected Applications/Permits may not be edited.

Withdrawn Applications/Permits

A permit will not be issued. The applicant has removed the application from consideration. Withdrawn Applications/Permits may not be edited.

Modification Requested

The researcher has asked to change an application, permit, or approval. The request will be reviewed by state fishery agency staff. Modification Requested applications/permits may not be edited.

Reports Needed

The activities approved under these permits have ended and a report is needed to comply with the permit conditions.

Draft Reports

These are incomplete reports that have not been successfully submitted. Click on the ID number to edit a draft report.

Reports Submitted

These are reports that have been successfully submitted and may <u>not</u> be edited. You may, however, view the submitted report by clicking on the ID number. You may be contacted by a state fishery agency staff for further information.

Reports Approved

These reports have been deemed to contain all the information required. They may not be edited.

MAIN DATA ENTRY PAGES

When you click on the New Application button or a Draft Application, you will have the opportunity to enter and edit information on four main data entry pages (and one or two supplemental screens depending on the information you enter). The four main entry pages are:

1. Project Information
2. Project Outline
3. Federal Information
4. Location/Take Information

After completing the Project Information, Project Outline, and Federal Information pages, you will be prompted to enter the location of your activities, followed by species take information for that location. You will be required to enter the species information for each location by completing a new screen for each location. You may view and edit your application any time by clicking on the **Application Preview** button. It is HIGHLY recommended that you preview your application before submitting it. Be sure to save the application frequently to avoid losing data due to service interruptions or other problems.

1. PROJECT INFORMATION

Information about the project's status, time frame, and personnel are entered here. Required fields are marked with an asterisk (*).

Project ID

This is a system-generated number. You will not be able to change it. Please make not if it and use it in all correspondence regarding your application. If you need to contact someone regarding your application you will be asked to provide your Project ID number.

Project Title *(Up to 255 characters)*

The Project Title will be displayed in the Portfolio and should be as concise and as descriptive as possible. Use this entry to state the study's geographic range and purpose e.g.:

"Seasonal habitat selection by westslope cutthroat trout in headwater tributaries of the John Day River."

"Use of restored estuarine marsh channels/habitats by juvenile salmonids - Siletz River Basin."

For new projects, a project title should be entered before you log out of the program.

Project Status

New

Select new if this the first time you have applied for a permit or if you are applying for a project with a new methodology. You must discuss your projects with the local state fishery agency biologist(s) before you submit your application. For contact information in Oregon see Oregon Fish Biologist Map and Oregon Fish Biologists Contact Details. For contacts in Idaho and Washington, use the Contact Us button.

Renewal

Select Renewal to renew an application/permit from from 2002. You may renew a submitted, issued, rejected, or withdrawn application/permit. Go into your portfolio, click on the application from last year, and then click on Renew at the top of the screen. On the Project Information page the system will automatically change the "Project Status" to renewal and enter the "State Permit or Previous Permit #" box with last year's Project ID.

If you are renewing an application from any year prior to 2002, you must start with a new application. Go into your portfolio, click on New Application, and enter all the necessary information. On the Project Information page, click on the Renewal button (not the New button) and enter your previous state permit number in the State Permit or Previous Permit # box.If seeking a permit renewal, you must submit a completed Take Report for last year. We plan to have a reporting function available on this web site at the end of the year. For more information, use the Contact Us button.

State Permit or Previous Permit

If you have not previously applied on-line to do this work, but had a state permit in 2001 or earlier, enter your most recent permit #. If you are renewing an on-line application from 2002, this will be filled out automatically.

Project Leader

If the project leader is different from the applicant, click Change Project Leader and provide project leader details. You may enter up to two project leaders.

Leader #1

Complete this section only if the leader is not the person logged on.

Leader #2

It is preferable to list only one leader but a second leader may be named if, for example, the project is jointly led by two agencies.

Research Annual Timeframe

Enter the dates your activities will start and end. The dates must be within the same calendar year. The start date must be after the date your permit is submitted. ***The dates you enter will be automatically added to the Location/Take page.*** It is therefore important to enter valid dates. If the dates are invalid you may be prompted to correct dates on this screen and on all Take Information screens.

If your research extends into the following year, please provide that information under "Project Duration".

Give realistic dates so we can properly prioritize permit issuance to ensure all researchers receive permits in time for their field work. That is, do not give a start date of 01/01/03 and end date 12/31/03 if you will not be conducting an activity throughout the whole year.

The dates listed should allow some room for fish collection to extend a bit beyond the dates anticipated. If your research continues beyond the dates for which you are authorized, you will have to seek a modification of your authorization.

Project Duration *(Up to 1000 characters)*

This is the duration of the entire project. For example you might enter November 2000 to October 2005.

State

Select one state per application. If your work will be conducted in more than one state you will need to submit a separate application for each state in which you are requesting to work.

Collectors

Enter the name of all people working on the project (except those already entered for applicant and project leader(s)). Collectors names will appear on your permit. At least one of the named collectors must be present each time the research is conducted at any given collection site. Once entered, collector names cannot be edited, although they can be deleted and reentered.

NOTE: You must click on the ADD button to enter the Collector Information. When collector information is entered and you click on the ADD button, the entire screen will be checked for errors. You must correct any errors before proceeding.

Unknown Collectors

Check this box only if the collectors are unknown at the time of application. You must indicate in the Collector Comments field when you expect to identify your collectors. You must advise the state fishery agency of the collectors names when they are identified. Please quote your Project ID in all correspondence.

Collector Comments

If you checked the Unknown Collector box, you must provide information on when you expect to identify your collectors.

2. PROJECT OUTLINE

This page allows you to outline the project purpose and description and provide information about correspondence you have had with state agency biologists. Required fields are marked with an "*".

Project Type

Select one or more project type(s) for this project. Hold the Ctrl key (command key on MAC) to select more than one project type.

Project Purpose *(Up to 400 characters)*

Describe the purpose and objectives of the project. Include for example what is known, what is not known, what needs to be known and why. Also state any goals and objectives. For example: "The purpose of this research is to identify and catalog habitat types in tributaries of the John Day River and to determine the abundance and distribution of cutthroat trout in those tributaries."

Project Description *(Up to 2000 characters)*

Thoroughly describe the project's approach and methods. Include all methods used to capture fish and describe how fish will be handled. Include details such as sampling locations and dates. A project proposal may be attached to supplement the project description.

If your research may affect ESA-listed fish, please state why you need to take listed fish. Also state any alternatives to taking listed fish and why they were not chosen. Give an account of how the project might benefit the listed fish.

If you intend to conduct invasive procedures such as tagging or taking tissue samples, state the number of individuals of each species that will be subjected to each procedure.

If any research activities are to occur aboard a vessel in the ocean or estuaries provide the following information: vessel name, vessel's Federal document number, owner's name and captain's name if known.

Attachment

A single Project Description attachment may be included to supplement the project description. A pdf file is the preferred format but other formats such as MS Word, MS Excel, and Word Perfect are acceptable. If you have multiple documents (i.e. project proposal, project description, etc.), combine them into a single document.

The attachment may not be larger than 1MB. If you have a larger document, reduce the size by removing material which is not essential for reviewing your application. Contact the state fishery agency (Contact Us screen) for directions if the attachment cannot be reduced to 1MB. Include your Project ID in the subject field of the email.

You may be prompted to unattach an existing attachment or that the program will delete an existing attachment when a new one is attached. Only one attachment may be included.

If you are renewing an application/permit, the program will remove any attachments from the previous application/permit. This saves space on our computers. You do not need to reattach them as we have them on file.

Actions taken to minimize impacts to listed fish *(Up to 800 characters)*

Describe any adjustments made to minimize impacts on listed fish, for example, reduced sample size; modified sampling times, locations, or methods; non-lethal tissue collection; etc.

District Biologist Comments *(Up to 255 characters)*

You are required to enter comments from a State Fish Biologist unless you work for the IDFG, ODFW, or WDFW. You must discuss your project proposal with the local state fishery agency before submitting your application. For contact information for Oregon see Oregon Fish Biologist Map (Appendix 2) and Oregon Fish Biologists Contact Details (Appendix 4). Contact information for Idaho and Washington can be found on the Contact Us screen.

Enter Date as the two digit month (first box), the two digit day (second box), and the four digit year (third box). Enter the District Biologist's first name in the first box after NAME. Enter the District Biologist's last name in the second box. Enter the comments in the comment box then click ADD to enter the comments. Comments cannot be edited after they are added, although they can be deleted and reentered.

You must click on the ADD button to enter the comments. You may need to use the scroll bar and move to screen right to see the ADD button.

Examples of Comments:

Date	From	Response/Suggestions
10/25/2002	*Dave Loomis*	*Electrofishing on the Umpqua River should not take place after 9/1/03.*
11/14/2001	*Kathryn Kostow*	*Tissue samples (< 1cm^2) should be taken from all specimens and stored in ethanol for DNA analysis.*
01/12/2002	*Steve Mamoyac*	*The project is acceptable.*

3. FEDERAL INFORMATION

This page allows you to provide information about any Federal authorizations other than the 4(d) Research Limit you have obtained or have sought for collecting Federally listed species. If you are likely to take federally listed species you are also required to provide information about any Federal agencies associated with your project. Examples of Federal funds and Federal permits include the provision of grants-in-aid or employees and the granting of licenses, contracts, leases, easements, rights-of-way or permits.

Click on the box if no Federal funds, Federal permits, or Federal employees are involved in this project.

Click on the “Add Authorization/Comment” to add Federal Information.

You may also Attach information to the Federal Authorization page, such as electronic copies of Biological Opinions or section 6 agreements. See below.

To edit or delete a Federal Authorization/Comment, click on the highlighted Federal Agency name.

Federal Authorization/Comment Screen

Required fields are marked with an *.

Federal Agency

Federal agencies are those agencies which provide a Federal nexus to your project such as a license, contract, lease, consultation, agreement, or permit. You may select only one Federal agency. Use the drop-down list to select one. If you have more than one Federal Agency, you must enter the information separately by clicking on the “Add Authorization/Comment” button. If you have a Federal Nexus with an agency not on the list, click on the Contact Us button and we will add it for you.

Authorization Number

Enter the Permit number, Section 7 consultation number, USFWS section 6 agreement number, or any other number that identifies your Federal Authorization.

Date Signed

Enter Date as the two digit month (first box), the two digit day (second box), and the four digit year (third box). You must enter the date signed if the Federal authorization has been finalized, or enter Comments below describing when it will be final.

Expiration Date

Enter Date as the two digit month (first box), the two digit day (second box), and the four digit year (third box).

Title

Enter the title of the Federal authorization.

Species Covered

Use the drop-down list to select one or more species that are covered by the Federal authorization. Hold the Ctrl key (command key on MAC) to select more than one species covered.

Comments *(Up to 255 characters)*

Enter any comments here.

When you are finished with the Federal Authorization/Comment, click on the Done button at the top or bottom of the screen.

Attach Electronic File

You may also attach information on your Federal Authorization by clicking on "Click here to attach an electronic file". These can include files such as electronic copies of Biological Opinions or section 6 agreements. You may attach more than one file. A pdf file is the preferred format but other formats such as MS Word, MS Excel and Word Perfect are acceptable.

The attachment may not be larger than 1MB. If you have a larger document reduce the size by removing material which is not essential for the review of your application. If you are working in Oregon and the attachment cannot be reduced to 1MB email it to fish.research@state.or.us. For attachments to projects conducted in Idaho or Washington, see Contact Us. Include your project number in the subject field of the email.

To make changes or delete your Federal Information, click on the Federal Agency name. The Delete button will be at the right of the Federal Information.

4. LOCATION/TAKE INFORMATION

These screens allow you to identify the locations where you will be working and the species you will be encountering. The first Location page is the main page that allows you to choose a type of location and lists all locations you have entered. The next pages define the locations and takes associated with those locations. Note that every location must have species take information associated with it.

NOTE:

(1) Sampling locations in the mainstem Columbia River will not be considered under the 4(d) Research Limit due to the potential to take listed species not covered by the July 2000 4(d) rule. You may apply for an Oregon state scientific state permit for projects in these locations.

(2) Boat electrofishing cannot be authorized under the Federal 4(d) approval process. You may use boat electrofishing to collect non-listed fish.

Location Information

When you first visit this screen and before you enter any location information, you will have two options: (1) enter a new freshwater location or (2) enter a new marine location. Once you have entered some location information, that information will appear under the section "Currently Defined Locations" in the lower part of the screen.

Add New Locations

You must first select which environment you will be working in. Select either the “Freshwater Location” or the “Marine Location” button. Estuaries appear in both freshwater and marine sections, however, if you intend to take primarily marine fish, choose Marine; if you intend to take primarily freshwater fish, choose Freshwater.

Currently Defined Locations

Once you have entered some location information, a list of the locations you have already entered for this project will be displayed in the lower portion of this screen. You may select any of these locations to edit the location or take details. If you wish to add a new location, select either the “Freshwater Location” or the “Marine Location” button. You may find some locations with no titles (usually just a blue bar shows on the screen or ‘unknown’). These may have been generated if you visited the location screen but did not enter any data. To remove these locations click **Application Preview** button. Expand the Location Information section (click on the + in the green box) and click delete section beside any locations you do not need.

After you click on the Freshwater Location or Marine Location buttons you will need to enter information about the locations and the takes associated with those locations. Information about the location will be different for Freshwater and Marine locations; information about the species will be the same.

Both the Freshwater Location and the Marine Location screens will have a bar at the top of the screen with buttons that allow you to go back to previous screens, view your application, save the most recently entered information, and copy information from one location to the next. These buttons are described below.

Application Preview

Use this button to view your entire application. You are highly encouraged to view the application before you submit it. You may submit the application from the Application Preview screen.

Show All Locations

Use this button to go back to the main Location page and see a list of all the locations you have entered. It functions the same as the Next button at the top right of the screen.

Save

Use this button to save all your data. It is highly recommended to save often.

Cancel

Use this button to delete all information entered since you last saved. ***Add More Lines***

Use this button to add more lines to the Take Information matrix at the bottom of the screen. For example, if you have already entered five takes (the number of lines already provided) and you need to enter additional new takes, click on the Add More Lines button and new blank lines will be added to the take matrix below the takes already entered.

Duplicate to new location

Click this button to duplicate ALL takes in one location to a new location. You must have entered some take information before you use this button. When you click on this button you will be taken to a blank Location screen, and all the takes from the previous screen will appear in the Take Information at the bottom of the screen EXCEPT the listing units.

NOTE: When copying take information from one location to another you MUST enter the new location information, select “Save” and then you MUST review and/or revise the Listing Unit information for each species. The Listing Unit information is dependent upon the basin information you provide.

Note: if you want to duplicate only some of the takes in one location to a new location, use the Copy selected records to new location button.

Copy selected records (use with the Select box in the Take Information section)

Click this button to duplicate one, some, or all, of the take within the same location for which you are currently entering takes. This is useful when you are using different capture methods, such as screw traps and seine nets, to capture the same fish in the same locations.

To duplicate one or more of the takes, first click on the Select box at the extreme left of the take matrix for the takes you want to duplicate. You may Select one or more lines to duplicate. Then click on this button and the takes will appear in new lines under the existing takes.

You must change at least one thing in each duplicated take or you will receive an error message.

Copy selected records to new location (use this with the Select box in the Take Information section)

If you have entered more than one take for a location you may use this button to duplicate some of the takes to a new location. Note: if you want to duplicate all the takes in one location to a new location, use the Duplicate to new location button. See Duplicate to new location information above.

To duplicate some takes to a new location, first click on the Select box at the extreme left of the take matrix for the takes you want to duplicate. You may Select one or more lines to duplicate. Then click on this button and you will be taken to a blank Location screen with all the selected takes from the previous screen.

NOTE: When copying take information from one location to another you MUST enter the new location information, select "Save" and then you MUST review and/or revise the listing unit information for each species. The Listing Unit information is dependent upon the basin information you provide.

Delete selected records (use this with the Select box in the Take Information section)

Use this button to remove take records. First click on the Select box at the extreme left of the take matrix for the takes you want to delete, then click on this button.

Delete location

Use this button to delete all location and take information on the screen. ***Caution*** you will not be prompted before the records are deleted. You will not be able to undo this action.

Change to Marine; Change to Freshwater

Once you have entered and saved a location as either a freshwater or marine, a button will appear to the right of the location. This button allows you to change a freshwater location to a marine location or a marine location to a freshwater location. You must fill out the required information for the location type you choose. See below for details on location information requirements.

If Freshwater Location is selected

HUC (SubBasin)

The first entry box, HUC, is a required field. Use the drop-down list to select which basin you will be working in. Each sub-basin you will be working in will require a new entry. The sub-basins are at the scale of 4^{th} field hydrologic units (sometimes called 4^{th} field HUCs). If you are working on the mainstem Columbia select the adjacent sub-basin.

You may refer to the Map of Sub-basins (Appendix 1) for Oregon. This map prints to a single screen. You may also use the zoom feature in Acrobat Reader to view the map at a larger scale.

For maps of Idaho and Washington, see the Hydrologic Unit Map link located on most screens.

When you select locations where listed species may occur, a message appears advising you of which listed species might be found in that location. This is for information only and you may continue by clicking OK. You are not required to enter take details for these listed species unless you may impact (take) them.

Estuary

Use the drop-down list to select which estuary you will be working in.

Stream Name *(Up to 255 characters)*

Stream Name is a required field. If you can, please provide the stream name where you will be conducting your research. If you will be working in multiple streams and would like to provide a streams list, you may attach your stream list with the attachment icon next to the "Location Description" field. To enable the Attachment button you must first save the new location you entered. If you do not know the stream name enter "unknown".

Begin Mile

If you provide a stream name, and you know the exact reach you will be working on, you can provide the beginning mile (this must be a numeric value) for your project.

End Mile

If you provide a stream name, and you know the exact reach you will be working on, you can provide the ending mile (this must be a numeric value) for your project.

Township, Range, Section

If you have this information, you may provide it.

Latitude

If you are using GPS coordinates, please specify the units.

Longitude

If you are using GPS coordinates, please specify the units.

Location Description *(Up to 255 characters)*

You may describe any landmark or geographic reference to where the project is being conducted. If sites have not yet been selected you can explain the proposed sampling regime. Specific sites must be supplied when they are available. If you are working in Oregon and have already submitted your application, the specific sites should be sent as an attachment to fish.research@state.or.us. Contact IDFG and WDFW for more information on supplying specific sites.

Attach File

You may attach a file at the Location Description to provide more detail about the locations where you will be taking fish. To enable the Attachment button you must first save the new location you entered. The attachment may detail specific survey sites within a sub-basin. It is also acceptable to add an attachment to your first location which details all the locations where you will be collecting. You must still complete a take estimate for every sub-basin you will be collecting in which you estimate the total take for all sites in that sub-basin. A pdf file is the preferred attachment format but other formats such as MS Excel, MS Word and Word Perfect are acceptable.

The attachment may not be larger than 1MB. If you have a larger document, reduce the size by removing material which is not essential for the review of your application. If you are working in Oregon and the attachment cannot be reduced to 1MB email it to fish.research@state.or.us. For attachments to projects conducted in Idaho or Washington, see the Contact Us screen. Include your project number in the subject field of the email.

You may be prompted to unattach an existing attachment (even if no attachment was made) or that the program will delete an existing attachment when a new one is attached. Only one attachment per location may be included.

Take Information

In this matrix you will provide information on the species or species group to be taken, the quantity of each species, method of take/collection, etc. “Take” includes all collection methods that capture fish or marine invertebrates. Take occurs even if animals are temporarily held, for example, for measurement, and then returned to the habitat they were collected from. Take also includes activities which incapacitate fish, such as electrofishing, even if the fish are not captured.

When you selected a location where listed species may occur, a message was displayed on the screen advising you which listed species might be found in that location. This was for your information only. You are not required to enter take details for these listed species unless you may impact (take) them.

Fill out the matrix for all species you will encounter, whether listed or not.

Select

Use this box to select take to be copied to a new location, copied within this location, or deleted. See Copy selected records, Copy selected records to new location, and Delete selected records sections above.

Begin Date

This is the date when collection at this location is expected to begin. It will be pre-populated with the dates you entered for Research Annual Time Frame on the Project Information page. You may change these dates but they must remain within the Research Annual Time Frame dates.

End Date

This is the date when collection at this location is expected to end. It will be pre-populated with the dates you entered for Research Annual Time Frame on the Project Information page. You may change these dates but they must remain within the Research Annual Time Frame dates.

Species

Scroll the list for the species you wish to enter. A species may be listed alphabetically by common name or by category, (e.g., Dungeness crab is listed as crab-Dungeness). If you do not find the species you are looking for contact the System Administrator. For your assistance in locating the species you will collect refer to the species lists (Appendix 7).

When you select a species, the relevant data in other fields will appear when you click on them. For example Listing Unit only appears for certain salmonid species.

For marine educational projects in which a small number of a variety of species is to be collected, you may select one of the following group options without specifying actual species.

- 100 Marine Invertebrates - up to 5 per species
- 200 Marine Invertebrates - up to 10 per species

Run

This is only required for salmonid species. Use the drop-down list to select the run of the species you selected.

Lifestage

This is required for all species. Use the drop-down list to select the lifestage for which your research will impact.

Production

You must list the take of natural and hatchery salmonids separately.

Sex

Sex is required for freshwater or anadromous species. If your activity is targeting one sex indicate which sex is targeted. Otherwise select Male/Female or Unknown.

Listing Unit

This field is only required for species which are state or Federally listed in the state in which your project will take place. The listing unit is the title of the Federal or state geographic area in which certain species are listed as endangered or threatened. These include Evolutionary Significant Units (ESUs) and Distinct Population Segments (DPSs). Maps of ESUs may be viewed at http://www.nwr.noaa.gov/1salmon/salmesa/index.htm The dropdown list will only include the listing units which occur in the Sub Basin selected for the location for which you are entering take. Use N/A if a species is not listed at the location where you will be working, for example because it is above a barrier to anadromous fish passage.

NOAA Fisheries-listed Species

Species	ESU/DPS	Status: Threatened or Endangered	Covered in the 4(d) rules
Coho Salmon	Southern Oregon/Northern CA Coasts	Threatened	Yes
	Oregon Coast	Threatened	Yes
Chinook Salmon	Snake River Fall-run	Threatened	No
	Snake River Spring/summer-run	Threatened	No
	Puget Sound	Threatened	Yes
	Lower Columbia River	Threatened	Yes
	Upper Willamette	Threatened	Yes
	Upper Columbia River Spring-run	Endangered	No
Chum Salmon	Hood Canal Summer-run	Threatened	Yes
	Columbia River	Threatened	Yes
Sockeye Salmon	Snake River	Endangered	No
	Ozette Lake	Threatened	Yes
Steelhead	Upper Columbia River	Endangered	No
	Snake River Basin	Threatened	Yes
	Lower Columbia River	Threatened	Yes

	Upper Willamette	Threatened	Yes
	Middle Columbia River	Threatened	Yes

Oregon State-listed Species

Coho Salmon	Lower Columbia	Endangered	No

USFWS-listed Species in Oregon

Bull Trout	Klamath River	Threatened	No
	Columbia River	Threatened	No
Oregon Chub	Entire range	Endangered	No
Borax Lake Chub	Entire range	Endangered	No
Lahontan Cutthroat Trout	Entire range	Threatened	No
Lost River Sucker	Entire range	Endangered	No
Shortnose Sucker	Entire range	Endangered	No
Hutton Spring Tui chub	Entire range	Threatened	No
Warner Sucker	Entire range	Threatened	No
Foskett Speckled Dace	Entire range	Threatened	No

Take Action

Select one take action from the drop down list. If more than one action is proposed, you must enter the takes separately. For example, if 100 fish are captured of which 50 will be fin clipped, you must request 50 fish "Capture, Handle, Release" and 50 "Capture, Mark/Tag/Sample Tissue, Release Live". The "Copy Selected Records" button at the top of the screen will be very helpful.

Capture/Handle/Release

Select this Take Action when fish are purposely captured during the activity. Fish can be examined during the handling, including measuring, weighing, sexing, checking for marks, scars, etc, and released. This category of take includes fish shocked during backpack electrofishing activities even if they swim away and are not netted.

Use this Take Action if you are moving fish a short distance (e.g., mark, release above barrier, recapture).

Capture/Mark, Tag, Sample Tissue/Release Live Fish

Select this Take Action when fish are purposely captured and are marked or tagged using a variety of techniques including fin clips, coded wire tags, passive integrated transponders, radio tags, etc. Fish can also be examined during the handling, including measuring, weighing, sexing, checking for marks, scars, etc, and then released.

If fish are marked or tagged and released above a barrier (including traps) to be recaptured, enter the number of fish to be marked as **Capture/Mark, Tag, Sample Tissue/Release Live Fish.** Then enter the number of fish to be recaptured, checked for marks and released as **Capture/Handle/Release.**

When you select this Take Action, an Intrusive Method box will pop up. You must select at least one Intrusive method from the list. You may select several. Hold down the Ctrl key (command key on MAC) to select more than one intrusive method. Note that you may not anesthetize any fish which may be taken in a legal fishery unless you are using a FDA approved anesthetic.

Collect and Transport Live Fish

Select this Take Action when the purpose of the study is to transfer live fish from the point of collection to another site, usually to a facility, but also for fish being relocated to a different basin.

When you select this option, a Transport box will pop up.

Do not use this Take Action if you are moving fish a short distance (e.g., mark, release above barrier, recapture).

Use this Take Action for planned rescue and salvage operations when fish are moved to a facility or relocated to a different basin. For emergency rescue and salvage in Oregon, contact fish.research@state.or.us. Contact IDFG and WDFW for emergency rescue and salvage in Idaho and Washington, respectively.

If you are Transporting fish in Oregon, you may need a separate Oregon Transport permit. If you do, you will be contacted by ODFW staff.

Direct Mortality

The species that is the target of the activity is intended to be sacrificed.

Observe/Harass

Select this method when no fish will be handled or captured in any way. If you select this option you will not have to estimate expected take for this activity. If you do not want to estimate take enter0. If your project only involves observe/harass type take of listed species then 4(d) authorization is not required. In Oregon, submitting an application and obtaining a permit to cover this type of take is recommended for the purposes of meeting information goals of the Oregon Plan.

Observe/Sample Tissue Dead Fish

Select this method when information on dead fish is recorded or tissues are sampled from dead fish.

Observe/Collect Method

Use the drop-down list to select the method of observation or capture. You may only select one observe/collect method per line. If you will be using various methods, you must provide take information for each observe/capture method.

Note that boat electrofishing cannot be approved under the 4(d) Research limit for any listed species and backpack electrofishing cannot be approved for Southern Oregon/Northern California Coasts coho salmon. If you have other Federal authorization for these activities you may apply for an Oregon state permit. Please provide your Federal authorization on the Federal Authorization page.

You should go to http://www.nmfs.noaa.gov/prot_res/PR3/Permits/ESAPermit.html for information about seeking a section 10 permit for this activity.

Intrusive Method

If you selected Take Action “Capture/Mark, Tag, Sample Tissue/Release Live Fish” you will have selected intrusive method(s) from the pop up box. The intrusive method(s) will be listed here.

If you selected any other Take Action, you may enter Intrusive Methods. Select one or more from the list.

Note: If you select Capture/Handle/Release, the only valid Intrusive Method is anesthetize.

Note: You may not anesthetize any fish which may be taken in a legal fishery unless you are using a FDA approved anesthetic.

Note: If you are using Netscape, the Intrusive Methods you enter may not appear on the screen until you click on the Save button or go to the Application Preview screen.

Expected Take

Enter the number of individual animals expected to be captured. If you are entering take for multiple sites in a sub-basin indicate the total take for all sites in that sub-basin.

If some of the fish to be captured will be marked and some will not, separate the take into two Take Actions. If you capture 100 fish and 50 will be marked, enter 50 as **Capture/Handle/Release** and 50 as **Capture/Mark, Tag, Sample Tissue/Release Live Fish**. If 20 of the marked fish are then recaptured (e.g., efficiency study), enter 70 (the first 50 plus the 20 more) as **Capture/Handle/Release.**

If you select take action Observe/Harass you do not have to estimate expected take for this activity. If you do not want to estimate take for Observe/Harass enter a zero (0).

Indirect Mortality

Indirect mortality is only required for state or Federally listed species. Indirect mortality applies to species which were not intended to be killed and should be provided as an estimate of the <u>number</u> of individuals which may be killed. If the capture method is electrofishing it is suggested that indirect mortality should be estimated to be up to 5% of the expected take (e.g. if 1000 fish are expected to be captured by electrofishing, handled and released then enter 50 for indirect mortality). For other capture methods the indirect mortality should be estimated to be at least 1% (e.g. if 10,000 fish are expected to be captured by a smolt trap, handled and released then enter 100 for indirect mortality). If you estimate the indirect mortality to be higher than 5% for electrofishing or 1% for other capture methods you should explain in the project description why the estimates differ (for example based on your past experience with a survey method).

Transport

If you selected ‘Collect and Transport Live Fish’ for the Take Action, the program will have already prompted you to enter this information. The Transport buttons are always visible (on the screen) but are not always active (you may not be able to click on them). If the Transport button is active and you click on it, you will see the Transport popup box; if you do not, use the Back button on your browser to return to the Location/Take page. You may also click on the Transport button to edit your Transport information.

The transport of live fish/invertebrates in Oregon requires that you possess state authorization. If you select Collect and Transport Live Fish, the Transport screen will pop up. You must provide information about the destination, containment, and final disposition of the animals which you intend to transport. The information you enter will be used by Oregon to authorize transport if appropriate.

If any species are to be transferred to a subsequent location (laboratory or field) at a later date, then a separate transport permit must be obtained through a different process. The application form for Oregon may be requested from fish.research@state.or.us.

When viewed from the Application Preview screen, a number will appear in the Transport box. That number relates to the Transport information listed below all the takes for the location.

NOTE: if you have completed your application and are ready to submit, click on the Application Preview button then select the Submit button at the top of the screen.

If Marine Location is selected

Choose only ONE type of marine location on this screen, the marine location combination types are as follows:

1. HUC (Subbasin) and Estuary
2. Shoreline Only (Oregon only)
3. Ocean Area Only (Oregon only)
4. Latitude (North and South) and Depth Range (Upper and Lower)

If you intend to collect in more than one marine location you must complete a new Location screen for each. After entering the location information you will need to enter information about the takes associated with that location. Upon completing the take information you may return to the Location screen to enter a new location by clicking on 'Show All Locations' button at the top of the screen.

HUC (Sub Basin)

Use the drop-down list to select which basin you will be working in. Each sub-basin you will be working in will require a new record. The sub-basins are at the scale of 4th field hydrologic units (sometimes called 4th field HUCs). If you will be in a marine area other than estuary, "NULL" will be filled in automatically as the sub basin.

You may refer to the Map of Sub-basins (Appendix 1) for Oregon. This map prints to a single page. You may also use the zoom feature in Acrobat Reader to view the map at a larger scale.

For maps of Idaho and Washington, see the Hydrologic Unit Map screen.

Estuary Name

Use the drop-down list to select which estuary you will be working in.

Shoreline (Oregon only)

Use the drop-down list to select which shoreline you will be working in. Refer to the Shoreline Map (Appendix 5) for locations and the Shoreline table (Appendix 6) for written descriptions. You may use the zoom feature in Acrobat Reader to view the map at a larger scale.

Ocean Area (Oregon only)

Use the drop-down list to select Ocean Areas you will be working in. If your activities will occur in an ocean area not listed here give latitude range and depth range.

Latitude North

Provide coordinates in degrees, minutes, seconds.

Latitude South

Provide coordinates in degrees, minutes, seconds.

Depth Range Lower

Enter only if you described the location using Latitude North and Latitude South. Units must be in feet.

Depth Range Upper

Enter only if you described the location using Latitude North and Latitude South. Units must be in feet.

Location Description *(Up to 255 characters)*

Give a specific location or habitat type within a zone, if appropriate for example *Sally's Bend, Yaquina Bay*. If sites have not yet been selected you can explain the proposed sampling regime. Specific sites must be supplied when they are available. The attachment may not be larger than 1MB. If you have a larger document, reduce the size by removing material which is not essential for the review of your application. If you are working in Oregon and have already submitted your application, the specific sites should be sent as an attachment to fish.research@state.or.us. Contact IDFG and WDFW for more information on supplying specific sites.

A single Location Description attachment may be included to supplement the project description. A pdf file is the preferred format but other formats such as MS Excel, MS Word and Word Perfect are acceptable.

You may be prompted to unattach an existing attachment or that the program will delete an existing attachment when a new one is attached. Only one attachment per location may be included.

Sale of Species Taken

If you are working in Oregon and have received Federal authorization to land (sell) your "research fish" as commercial fish then check "Some of the species to be collected under this permit will be sold in Oregon." NOTE: If you intend to land your fish in Oregon, the vessel must possess either a valid Oregon commercial boat license or a single delivery license for each Oregon landing. Enter the vessel name, vessel's Federal document number, owner's name, and captain's name if known in the Project Description box on the Project Outline page.

See the freshwater location information listed above for help entering take information.

NOTE: if you have completed your application and are ready to submit, click on the Application Preview button, review your application. Then click on the Submit button at the top of the screen.

FINAL PAGE

This page offers you the opportunity to preview your application and to submit it when you are satisfied that it is complete. When you click on the Submit button, your data will go through a series of data entry checks. You will be directed to fill in any required fields that have not been completed and correct any data entered incorrectly. You may need to scroll around the screen to see the error message at the top (in a red banner).

Printable Version

Click on Version 1 if you can only print in portrait on 81/2 x 11 paper. Version 1 is in the previous application format. Click on Version 2 to print a version of the application as it appears in the Application Preview screen.

Application Preview

Displays all information entered for this application. Click on the +/- in the small green boxes to expand or shrink sections. Click Edit Section to go to that data entry screen. Click Delete Section to remove all the data you entered for that section, except in the Attachments section. The Delete Section buttons next to each attachment will only delete those specific attachments.

SUCCESSFUL SUBMIT MESSAGE

You will see an information screen when your application is successfully submitted. You will not be able to change the application after this. If you need to provide further information on your application after it is submitted, see the Contact Us screen.

ONLINE REPORTING

You must report activities you have completed before you will receive permission to work in future years. You may report at any time, but are encouraged to report soon after you have completed your activities. If your activities continue through the end of the calendar year, please complete your report as soon as possible so that your approvals for the next year are not delayed.

You are required to report on all activities involving take of NOAA Fisheries listed fish and all fish and marine invertebrates in Oregon whether they were included in your original application or not. You must describe the circumstances of these takes in the Report Comments and Analysis page.

You are not required to report on Observe/harass take such as spawning ground surveys and snorkel surveys where no fish are captured, but we encourage you to provide this information.

To begin reporting on an issued permit, Log on as you would to create a new application or review your portfolio. You will need your username and password.

To report on a project that is completed, go to the Reports Needed section. Click on the project number and you will be automatically placed in the Report Preview screen. It will appear similar to the Application Preview except “Report” prefaces each section’s name and a new section for comment and analysis has been added.

To report on a project that is not completed, click on the issued permit number you wish to report on and you will be placed in the Application Preview screen. Click on the Report button in the upper right corner (between Renew and Portfolio) to get into the Report Preview screen. It will appear similar to the Application Preview except “Report” prefaces each section’s name and a new section for comment and analysis has been added.

To begin reporting, click on the ‘edit section’ link to the right of Report Project Information. Edit each page as needed by looking for sections of the screen that are not frozen. Use the Next and Back button to proceed through each screen. Watch for screen text that should help you in filling out the Report pages.

Report Project Information:

Change/add Project Leaders if any changes were made during the year.

Change/add/delete Collectors any changes were made during the year.

Edit Collector Comments as needed, especially if you made changes to the Project Leader(s) and Collectors.

Report Project Outline:

All information on this screen is frozen, however you may attach a new Project Description file if something has changed or needs to be updated.

Report Federal Information:

Enter any new Federal Authorizations or any Federal Comments that are new since you submitted your application. You may attach a new electronic file if something has changed or needs to be updated.

Report Location Information:

Click on highlighted locations. When the screen refreshes, scroll to the right and enter actual takes that you had during the year. You have the option of adding takes in these locations that were not in your application. You also have the option of clicking on the New Location button to add takes in locations that were not in your application.

You are required to report on all activities involving take of NOAA Fisheries listed fish and all fish and marine invertebrates in Oregon whether they were included in your original application or not. You must describe the circumstances of these takes in the Report Comments and Analysis page.

You are not required to report on Observe/harass take such as spawning ground surveys and snorkel surveys where no fish are captured, but we encourage you to provide this information.

You may attach new Location Description files to each location-take page if something has changed or needs to be updated.

Report Comments and Analysis:

Enter as described and/or attach a file. If you attach a file, type “File Attached” in the appropriate boxes.

Submit Report

When you have finished reporting, click on the Submit button at the top of the page. Correct any errors if you are prompted to do so. You should receive an email when you successfully submit the report and in your Portfolio, the project number should now be in the Reports Received section.

If you have any questions about Reporting, contact information of helpful people at the state fishery agencies and NOAA Fisheries can be found on the Contact Us page.

FREQUENTLY ASKED QUESTIONS

What is the 4(d) RULE?

A "4(d) Rule" establishes protective regulations that apply to a species listed as threatened under the Endangered Species Act (ESA). For species listed as threatened, section 4(d) of the ESA provides that the National Marine Fisheries Service (NOAA Fisheries) or the U.S. Fish and Wildlife Service (USFWS) shall issue regulations deemed "necessary and advisable to provide for the conservation of the species." These protective regulations for threatened species may include any or all of the ESA section 9 prohibitions that apply automatically to protect endangered species. In addition, they may contain specific proscriptions or exceptions instead of, or in addition to, the general prohibitions against harming or killing a listed species. Thus, a 4(d) rule can be used to make exceptions for certain activities from the section 9 prohibitions so long as the programs adequately protect the listed species.

What is the 4(d) research limit?

You will find information on the 4(d) Research Limit (Limit 7) at the following NOAA Fisheries web-site.

Limit No. 7: Scientific Research Activities Permitted or Conducted by the States

What authorization do I need…?

Naturally produced Lower Columbia coho salmon

Naturally produced Lower Columbia coho salmon are listed as endangered under the Oregon State Endangered Species Act. You do not need Federal authorization to take this species but if you work in Oregon, you will need an Oregon state scientific taking permit.

Marine Species under Federal Management

Several species of marine fish are managed by the Federal Government and authorization to take or survey these species in Federal waters (3-200 miles offshore) must be obtained from NOAA Fisheries. This authorization is in addition to the ODFW Scientific Take permit. To obtain Federal authorization, contact Becky Renko (NOAA Fisheries) at (206) 526- 6110. Once you have obtained the authorization, enter the Federal authorization information on the **Federal Information** page and attach a copy of it to your online application.

Federal ESA listed species managed by NOAA Fisheries

Since 1991, NOAA Fisheries has listed several stocks of West coast salmonids as either endangered or threatened under the Endangered Species Act. The protected stocks are referred to as Evolutionary Significant Units (ESUs). In the Northwest, 26 ESUs have been listed as threatened or endangered. Maps of these can be found at http://www.nwr.noaa.gov/1salmon/salmesa/mapswitc.htm.

4(d) rules for fourteen ESUs in California, Idaho, Oregon, and Washington were published in 2000. Interim 4(d) rules were published for Southern Oregon and Northern California Coast (SONCC) coho salmon ESU in 1997. The rules include provisions for researchers who work for a state fishery agency or have their work overseen by or coordinated with a state fishery agency that is willing and able to report on the research. In Oregon, research must also be coordinated with the Oregon Plan for Salmon and Watersheds.

Researchers must obtain section 7 consultations or section 10 permits for projects that may affect salmonids in ESUs that do not have 4(d) rules. For further information about section 7 consultations on research activities or section 10 scientific research permits, contact Leslie Schaeffer NOAA Fisheries at (503) 230-5433 or leslie.schaeffer@noaa.gov, or visit the NOAA Fisheries web site at http://www.nwr.noaa.gov.

Federal 4(d) Research Limit (for collection of certain Federally listed species)

The following salmonids have been listed by the National Marine Fisheries Service (NMFS) as threatened and are subject to 4(d) rules issued in 2000.

Lower Columbia River Steelhead
Middle Columbia River Steelhead
Snake River Steelhead
Upper Willamette River Steelhead
Columbia River Chum

Lower Columbia River Chinook Salmon
Upper Willamette River Chinook Salmon
Oregon Coast Coho Salmon
Southern Oregon and Northern California Coho Salmon

You may apply for authorization under the 4(d) Research Limit as well as an Oregon state scientific taking permit online at http:// fishresearch.nwr.noaa.gov/. One application can be used to apply for both permit requests.

No boat electrofishing can be authorized for any ESU and no backpack electrofishing can be authorized in Southern Oregon and Northern California Coho ESU under the 4(d) Research Limit. A section 10 permit must be sought for these activities.

Activities that only “observe/harass” Federally listed species do not need approval under the 4(d) Research Limit.

Other ESA listed fish in Oregon which are managed by NOAA Fisheries

Applications for research that may take any of the following ESUs must include information (on the Federal Information page) on any section 7 consultation or section 10 permit with NOAA Fisheries. This on-line application process cannot approve research that would take these species.

ESU	Status
Snake River Fall-run Chinook salmon ESU	Threatened
Snake River Fall Spring/Summer-run Chinook salmon ESU	Threatened
Upper Columbia River Spring –run Chinook ESU	Endangered
Snake River Sockeye Salmon ESU	Endangered
Upper Columbia River Steelhead ESU	Endangered

ESA listed species managed by US Fish and Wildlife Service (USFWS)

Applications for research that may affect bull trout, Lahontan cutthroat trout, Oregon chub, Borax Lake chub, Lost River sucker, shortnose sucker, Hutton Spring tui chub, Warner sucker, or Foskett speckled dace must include documentation of permits, consultations, or agreements with the USFWS. Enter the appropriate information on the Federal Information page. For further information about USFWS permits contact the USFWS at (503) 231 6179. Examples of activities that might take species managed by USFWS include: retrieving egg samples from anadromous fish redds in areas where bull trout also spawn has the potential to adversely affect bull trout; electrofishing, trapping, seining, gillnetting, etc. for salmon and steelhead in areas where bull trout and listed amphibians also occur.

Under what circumstances do I need an Oregon transport permit?

If you are collecting fish or marine invertebrates in Oregon and transporting them live you will need transport authorization. If you indicate on your scientific permit application that your method of take includes transporting live animals, you will be prompted for information regarding how they will be transported and held. Transport will be authorized under your scientific taking permit. You do not need a transport permit if you are moving fish a short distance within a waterbody. For example, if you are marking and releasing fish trap efficiency estimates, you would need no transport permit.

If the transport **is not** directly connected to take activities authorized in your scientific take permit then a separate transport permit is required. The application form may be requested from fish.research@state.or.us.

If you are collecting species in another state and want to transport them into Oregon then a separate transport permit is required. The application form may be requested from fish.research@state.or.us. You must also obtain any required collection and transport permits from the state where the species are collected.

Do I need a scientific taking permit to collect amphibians or reptiles in Oregon?

Some amphibians and reptiles are protected by Oregon state law thus a scientific permit is required to capture or handle them. A scientific taking permit for collecting these species must be obtained from Oregon Department of Fish and Wildlife – Wildlife Division. The application form can be found at:

http://www.dfw.state.or.us/ODFWhtml/InfoCntrWild/InfoCntrWild.html.

Do I need a scientific taking permit to collect freshwater crayfish in Oregon?

No. You do not need an authorization to collect freshwater crayfish in Oregon. However, crayfish are regulated under the general angling regulations in Oregon. Please refer to ODFW's web site: http://www.dfw.state.or.us/ODFWhtml/REgulations/2002_General.pdf for rules governing take of crayfish.

APPENDICES

1. **OREGON SUB-BASINS MAP (4^{TH} FIELD HUC)**
2. **OREGON FISH BIOLOGISTS MAP**
3. **OREGON FISH BIOLOGISTS BY SUB-BASIN TABLE**
4. **OREGON FISH BIOLOGISTS CONTACT DETAILS**
5. **OREGON SHORELINE ZONES**
6. **OREGON SHORELINE TABLE**
7. **SPECIES LISTS**